



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

INFORMATIONAL LETTER No.1246

DATE: June 4, 2013

TO: Iowa Medicaid Dentists, Clinics and Federally Qualified Health Centers (FQHC)

ISSUED BY: Iowa Department of Human Services, Iowa Medicaid Enterprise (IME)

RE: Electronic Dental X-Rays

EFFECTIVE: Immediately

The IME is pleased to announce that effective immediately, Iowa Medicaid dental providers will have the ability to submit dental x-rays via a secure upload process utilizing the Iowa Medicaid Portal Access (IMPA) system. This benefit is a part of the continuing efforts of the IME to make processes as efficient as possible.

To request access to the secure portal, please follow these simple steps:
(If you are already registered on IMPA for the electronic remittance advice statements skip step one).

1. Go to <https://secureapp.dhs.state.ia.us/impa/> and click on "register new account" (upper left). Enter the required information and click "create." After the account is created:
2. Go to <http://www.tfaforms.com/251654> and complete an access form.
3. Click the "submit" button on the form.

Once the form is submitted, the IME will automatically be notified that the access to upload documents has been requested. The form will be reviewed and either approved or denied and an email notifying you of the decision will be sent within two business days.

When you receive access to the document upload feature please **follow these instructions to upload an x-ray/image:**

1. Log into IMPA (<https://secureapp.dhs.state.ia.us/impa/>)
2. Under the "File" menu item, select "Upload Document to IME"
3. Under Document Types, choose one of the following options from the drop down menu:
 - a. MED PA Dental X-ray
 - b. MED ETP Dental X-ray
 - c. MED ETP Digital Image
4. Enter the State Identification (SID) of the Medicaid member (required)

5. Enter the Provider's NPI (required)
6. Click on the "Select File" Link
7. Navigate to the image that is to be uploaded. Select it and click "Open." At this point you should see a box with the File Name, Size, and a Progress Bar
8. Click on the "Upload File" Link

If all is successful, the file name will display at the bottom of the screen with an Uploaded Date and Time.

If you have any questions, please contact the IME Provider Services Unit at 1-800-338-7909, or locally at 515-256-4609 or by email at imeproviderservices@dhs.state.ia.us.